

#### Tagging in DTU Digital Library

Find **DTU Digital Library** - <http://digitallibrary.dtu.dk> – or via DTU Library on the Portal.

You can to add tags, share tags and subscribe to tags in DTU Digital Library.

- **Add tags** as a way of improving the organisation and overview of your personal references.
- **Share** your references to ease the collaboration with other DTU Digital Library users. Other users can subscribe to shared tags.
- **Subscribe** to other DTU Digital Library users' tags to keep you updated, provide access to reference lists owned by colleagues, fellow students, teachers etc.

#### Add tags

How to **add tags**:

- Click on the **Save and tag** option below the record.
- Enter the tag, and click **Add** or press Enter.
  - You can add multiple tags per record.
- Click **Save** to save tags and the record in MyLibrary.



References already saved in **MyLibrary** can also be tagged.

To save a reference without tagging, click **Save** or press Enter without adding text.

#### Share tags with others

How to **share tags**:

- In the **References** section of **MyLibrary**, select **Personal** and then go to the **Tag** section.
- Use the checkbox to mark the tags you want to share with other users.
- When a tag is marked as shared, it can be found and subscribed to by others.



#### Subscribe to other user's tags

How to **subscribe** to other users' tags:

- In the **References** section of **MyLibrary**, select **Subscribed**.



- Use the **Add tag subscription** search box to find other users' tags.
  - As you type a tag name or the name of the tag owner, the search box will display suggestions from the available shared tags.
- When you find a tag of interest, select the tag to subscribe to it.
- The tag and its content of references will be displayed as a subscribed tag.

If a tag owner deletes a tag that you subscribe to, the tag and its tagged references will no longer be present in your **MyLibrary**. You can get round this by saving the references as **Personal** using the **Save and tag** option.

## MyLibrary

**MyLibrary** can be used to build a personal collection of references, searches, alerts and tags.

- **References:** Saved articles or e-books can easily be accessed here. You can also subscribe to e.g. your teacher's tags.
  - **Personal:** Provides a single point of access to all your personal references saved from search results, both tagged and untagged.
  - **Subscribes:** Contains references from tags that you subscribe to and displays the tag provided by the tag's owner.
- **Searches:** A search is saved by clicking on **Save** above the search result and is retrieved here in MyLibrary.
- **Alerts:** An overview of alerts for searches and journals.
- **Document delivery:** When you have ordered an article, an e-mail will notify you when it is available. The article must be downloaded/ printed from here.
- **Preferences:** Here preferences can be changed, e.g. export format (RIS/BibTeX) or alerts.